

PROCEDURE FOR PREPARATION

: FmHA Instruction 1951-B.

PREPARED BY

: FmHA field office employees.

NUMBER OF COPIES

: Original only.

SIGNATURES REQUIRED

: None.

DISTRIBUTION OF COPIES

: Original and Borrower's Remittance(s) to Treasury

Lockbox Address on the Coupon.

GENERAL INSTRUCTIONS

Purpose: This form is to be used only to submit payments made on Section 502 or 504 Rural Housing (RH) loans (fund codes 36, 37, 46, or 47) which are delivered to the Field office by the borrower and an appropriate Form FmHA 370-46, Direct Payment Coupon, is not available for the borrower.

NOTE: PAYMENTS MADE IN CASH, REFUNDS, EXTRA PAYMENTS, AND FINAL PAYMENTS MUST BE SUBMITTED ON <u>FORM FmHA 451-2</u>, SCHEDULE OF REMITTANCES, IN ACCORDANCE WITH <u>FmHA INSTRUCTION 1951-B</u>, COLLECTIONS.

Used By: Field offices located in the following states must use FmHA Form 1951-27:

Item 6

Alaska Arizona Alabama Arkansas California Colorado Florida Georgia Hawaii Idaho Illinois Iowa Kansas Louisiana Minnesota Mississippi Missouri Montana Nebraska Nevada New Mexico Oklahoma Oregon Texas Utah Washington Wisconsin Wyoming Western Pacific

NOTE: FIELD OFFICES NOT LOCATED IN THE STATES LISTED ABOVE SHOULD USE FMHA FORM 1951-27, SUBSTITUTE PAYMENT COUPON FOR RURAL SINGLE FAMILY HOUSING LOANS.

INSTRUCTIONS FOR PREPARATION

- Items 1-3 Enter the Borrower's Case Number; the state and county code and the borrower's identification number.
- Items 4-5 Enter the correct fund code and loan number. For a payment covering two or more rural housing loans, insert "RH" in both the "FUND CODE" and "LOAN NO." fields. Example:

Enter the amount of the collection applicable to the loan number shown. This amount must equal the amount of the remittance(s) (check, money order, etc.) being submitted with the coupon. Insert leading zeros in the "DOLLARS" field and enter zeros in the "CENTS" field if there are no cents in the payment amount. Example: \$143.00

DOLLARS CENTS

0 0 1 4 3 0 0

Item 7 Enter the borrower's last name, first name, or initial, middle name or initial. Do not put any spaces or commas between the names or initials. Abbreviate when necessary.

Example: John Q. Public

BORROWER NAME

